



"A Sanctuary in the City... Living Faith"

POSITION DESCRIPTION

First Presbyterian Church, Kalamazoo

TITLE: Operations Coordinator

PURPOSE: As the Operations Coordinator, you will provide organization and efficient operation of church office functions supporting the ministry and mission of the congregation, in warm loving relationship with members, outside groups, and guests.

ACCOUNTABILITY: The Operations Coordinator is accountable to the Pastor / Head-of-Staff and Personnel Committee.

RESPONSIBILITIES:

1. **Administrative support** – This role will support the Pastoral staff and Session and assist in organizing the monthly information from Session and committee meetings. You will also provide support to the Head of Staff-led activities and organizing all staff meeting agendas.
2. **Keep the team organized** – As the Operations Coordinator, you will be responsible for scheduling building activities, maintaining changes in membership and community circumstances, and updating data and records on an as-needed basis.
3. **Community Relations & Coordination** – You will be responsible to assist with the coordination of church weddings, the memorial service schedule, and needs related to such services including volunteer resources, i.e., Deacons, the greeting staff, ushers, etc.
4. **Office Supplies & Vendor Management** – This role will provide direction and support to maintain church equipment and recommend new acquisition or replacement of current equipment. You will also work collaboratively with the Financial Coordinator on all vendor relationships related to the computer and phone system, copy machine and church registry.
5. **Communications support** - Success in this position is being able to work cross-functionally with the Communications Coordinator and ensure accurate information is provided for dissemination.
6. **Assist the Clerk of Session** – In this position, you will work collaboratively with the Clerk of Session and assist with the preparation and maintenance of records.
7. All other duties as assigned.

RELATIONSHIPS: Work in close cooperation with the Pastor-Head of Staff, other clergy, and other church staff. Respond to request of Session for information, assistance, and reporting on areas of leadership and responsibility.

EVALUATION: Performance reviews will be conducted annually by the Head of Staff and Personnel Committee. The Personnel Committee will review annually the adequacy of compensation and make recommendations to the Session.

STATUS / TIME REQUIREMENTS: This is a part-time, exempt, at-will position and therefore is not covered by the overtime provisions of state and federal law and is therefore not eligible for overtime pay. Typical expectation of time to satisfactorily complete responsibility for this position would require 25-30 hours of work per week.

COMPENSATION: \$25,000 – 30,000 / year, paid vacation and sick leave, eligible for bonus pay.

APPLICATION: We look to fill this position as soon as possible. Please, send resume and cover letter to Liz.Hamilton@kellogg.com or

First Presbyterian Church of Kalamazoo
321 West South Street
Kalamazoo, MI 49007
c/o Liz Hamilton

Candidates who apply by January 31, 2022 will receive priority consideration.

The First Presbyterian Church of Kalamazoo is committed to offering equal employment opportunity, nurturing an environment of humble, grace-filled, positive collaboration with mutual respect for people of any race, color, religion, age, disability status, marital status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws. We encourage individuals of all backgrounds and walks of life to apply.